DOCUMENT RESUME

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IDENTIFIERS	Bechtel Power Corporation CA; Comprehensive Employment and Training Act

ABSTRACT

Using primarily a question/answer format and numerous graphs and tables, this 18-part report summarizes the goals, operations and budget of a cooperative program administered by Cerritos Community College to train 90 minority, handicapped, and economically disadvantaged individuals for guaranteed placement in drafting and design positions at Bechtel Power Corporation in Norwalk, California. The first sections of the report provide information about Cerritos College, a summary of the project, and lists of participating organizations and other review organizations. The next sections describe the local planning process used to develop the project, discuss local labor market needs, and outline the project's goals and objectives. The bulk of the report presents and illustrates the project's training plan, which consists of two training phases to prepare students for entry-level positions, and an additional phase for 25% of the students to prepare them for higher paying positions. The final sections of the report cover participant support services, monitoring and evaluation procedures, the project's operating plan, and budgets for worksite and classroom training, supplies, and student services. (JP)

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ED197773

BECHTEL - CERRITOS COLLEGE
DRAFTING AND DESIGNER TRAINING PROJECT

February, 1980

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THE BECHTEL DRAFTING PROJECT

A California Worksite Education and Training project administered by Cerritos Community College to train 90 structurally unemployed persons in entry drafting and design for Bechtel Power in Norwalk.

Trainees will be jointly recruited by EDD, Norwalk CETA, Bechtel and Cerritos College. EDD will screen and refer approximately 300 persons to a committee which will select 90 for training in three consecutive classes between April 7, 1980 and April 17, 1981.

Each tri-phase class begins:

April 7, 1980
August 4, 1980
December 15, 1980

All trainees satisfactorily passing Phases I and II will go on payroll at a rate between $850 and $925 per month. The majority will begin working, but about 25% will stay in school for 4 additional weeks at full salary (Phase III) and move into a salary range of $925 – 1025 per month.

Those who do not move immediately into Phase III may attend a later class and/or participate in company upgrading programs after 6 months on payroll.

PHASE I	PHASE II	PHASE III
10 Weeks, 40 hrs. per week all trainees	4 Weeks, 40 hrs. per week all trainees	4 Weeks, 40 hrs. per week 7 most successful students in Phases I and II (Total = 20)
General drafting skill development, engineering	Specialized drafting/ design	Advanced drafting/ design
Cerritos College instructors	Bechtel & Cerritos instructors	Bechtel & Cerritos instructors
$3.10/hr. allowance	$3.10/hr. allowance	$850/month salary
CLASSROOM TRAINING		BECHTEL EES

CALIFORNIA WORKSITE EDUCATION AND TRAINING PROGRAM PLAN

Submit to:
State of California Employment Development Department
800 Capitol Mall, MIC 38, Sacramento CA 95814

1. APPLICANT

ORGANIZATION Cerritos Community College
FUNDS REQUESTED $94,000

NAME AND TITLE Dr. Wilford Michael, President

SIGNATURE
DATE 2/11/80

ADDRESS 11110 E. Alondra Boulevard

CITY Norwalk,
STATE CA
ZIP 90650

PRINCIPAL CONTACT Richard E. Whiteman, Dean Vocational Education

TELEPHONE (213) 860-2451, Ext. 215

II. PROJECT SUMMARY

PROJECT TITLE Cerritos-Bechtel Drafting and Designer Training Project

PROJECT DESCRIPTION (25 WORDS OR LESS)
Classroom train 90 structurally unemployed persons for guaranteed placement upon graduation in entry level drafting openings with Norwalk's largest employer.

PROPOSED PROJECT PERIOD
FROM March 17, 1980 **to** April 17, 1981

GEOGRAPHIC AREA SERVED Within a 15 mile radius of Cerritos College & Bechtel Corp.

III. PARTICIPATING ORGANIZATIONS

ORGANIZATION Bechtel Power Corporation
FUNDS REQUESTED $40,696

NAME AND TITLE Mr. Ike Caraco, Vice President/Division Manager

SIGNATURE
DATE 2/11/80

ADDRESS P.O. Box 60860, Terminal Annex

CITY Los Angeles
STATE CA
ZIP 90060

ORGANIZATION City of Norwalk
FUNDS REQUESTED -0-

NAME AND TITLE Mr. Robert White, Mayor

SIGNATURE
DATE 2/11/80

ADDRESS 12700 Norwalk Blvd.

CITY Norwalk
STATE CA
ZIP 90650

CALIFORNIA WORKSITE EDUCATION AND TRAINING PROGRAM PLAN (continued)

ENTRY LEVEL

FUNDS REQUESTED	LENGTH OF TRAINING
$274,950	CLASSROOM 560 Hrs. WORKSITE Hrs.
NO. PARTICIPANTS TRAINED	**COST PER PARTICIPANT TRAINED**
90	$3,055
NO. EMPLOYED AFTER TRAINING	**POST TRAINING SALARY hourly rate**
90	$5.24

CAREER

FUNDS REQUESTED	LENGTH OF TRAINING
N/A	CLASSROOM Hrs. WORKSITE Hrs.
NO. PARTICIPANTS TRAINED	**COST PER PARTICIPANT TRAINED**
NO. UPGRADED AFTER TRAINING	**NO. PLANNED ENTRY LEVEL HIRES**
CURRENT SALARY hourly rate	**POST TRAINING SALARY hourly rate**

ORGANIZATION	FUNDS REQUESTED
EDD #125	$140,254
NAME AND TITLE	
Don Pool, Manager	
SIGNATURE	**DATE**
	2/11/80
ADDRESS	
12715 S. Pioneer	
CITY	**STATE ZIP**
Norwalk	CA 90650

ORGANIZATION	FUNDS REQUESTED
NAME AND TITLE	
SIGNATURE	**DATE**
ADDRESS	
CITY	**STATE ZIP**

ORGANIZATION	FUNDS REQUESTED
NAME AND TITLE	
SIGNATURE	**DATE**
ADDRESS	
CITY	**STATE ZIP**

IV. OTHER REVIEW ORGANIZATIONS

ORGANIZATION Dept. of Industrial Relations Division of Apprenticeship Standards	**ORGANIZATION** Dept. of Rehabilitation Norwalk District Office
SIGNATURE AND TITLE Sharon Mack, Apprenticeship Consultant	**SIGNATURE AND TITLE** Mr. John Geisbauer - District Administrator
ADDRESS 107 South Broadway, Room 5034	**ADDRESS** 12440 E. Firestone Blvd.
CITY Los Angeles **STATE** CA **ZIP** 90012	**CITY** Norwalk **STATE** CA **ZIP** 90650
ORGANIZATION Department of Community Development Los Angeles County	**ORGANIZATION** City of Norwalk - CETA Program
SIGNATURE AND TITLE Mr. Michael Stead, Community Development Analyst	**SIGNATURE AND TITLE** Mr. Jesse Luera, CETA Director
ADDRESS 3175 West 6th Street, 2nd Floor	**ADDRESS** 11929 Alondra Blvd.
CITY Los Angeles **STATE** CA **ZIP** 90005	**CITY** Norwalk **STATE** CA **ZIP** 90650
ORGANIZATION	**ORGANIZATION**
SIGNATURE AND TITLE	**SIGNATURE AND TITLE**
ADDRESS	**ADDRESS**
CITY **STATE** **ZIP**	**CITY** **STATE** **ZIP**

V. PLANNING PROCESS

A. Briefly describe the local level planning process used to develop the project. What organizations were involved and to what extent? How were contacts made?

The local planning process for the Cerritos-Bechtel Drafting and Designer Training Project included a series of in-person meetings with senior representatives from the following

V. PLANNING PROCESS (continued)

organizations: Cerritos Community College, Bechtel Engineering (the largest single employer in Norwalk), the Norwalk office of the State Employment Development Department, the Division of Apprenticeship Standards, the city of Norwalk's CETA office, and Employment Development Department CWETA specialist Ms. Peggy Crawford.

The planning process centered upon three basic considerations: the demonstrated ability of Cerritos College to provide the projected classroom training, the experience gained by the college previously in a successful training-placement program through EDD, and the cost effectiveness resulting in guaranteed placement for program graduates with Norwalk's largest single employer, Bechtel Engineering, Inc. The cooperating agencies participated at every stage of the planning process.

B. What organizations will provide services to the project (including intake, recruitment, certification, and placement)? Describe their roles and responsibilities. What is their capability or demonstrated effectiveness in providing these services?

Program participants will be jointly recruited by four major organizational sources: current Cerritos College students, the employee applicant files of Bechtel Engineering, applicants registering with Norwalk's CETA program, and the local Employment Development Department office. Additionally, high school seniors with the appropriate academic background interests will be informed about the project by their counselors for possible enrollment in classes beginning August 4 1980 and December 15, 1980. (see following pages)

No apptitude test or intelligence test will be used. Preference will be given applicants who meet the general CWETA eligibility criteria, who are women, minorities, or handicapped. Applicants will be expected to demonstrate either by previous academic choices in the technical fields or by experience a higher than average interest in the career drafting field. Solid communication abilities and skills combined with a strong career commitment will be stressed by project recruiters. Of particular interest is the prospective participant with latent ability who has been unable to translate that ability into an entry level position in a solid career field.

All agencies involved in recruiting are highly experienced. Cerritos previously recruited and trained 20 CWETA eligible participants in a short, intensive classroom program for clerical workers. Bechtel employs more than 3,000 workers in Norwalk and recruits and hires more than 1,000 each year. Through Engineering open houses, appearances in shopping malls, and publicity Bechtel attracts individuals who fall short of their minimum requirements, but individuals who through training might easily achieve entry level skills. Norwalk's City operated CETA program is a multi-titled, three million dollar operation that each year recruits more than 800 participants. The Employment Development Department currently serves as the certification source for all CETA Public Service Employment programs and also assist with recruitment.

EDD will certify and conduct intake, but the college and Bechtel, assisted by representatives from Norwalk's CETA program, will screen applicants.

Placement will be the responsibility of Bechtel which guarantees entry level employment for successful drafting trainees.

V. PLANNING PROCESS (continued)

Students demonstrating unusual strength in the first two stages of the program (which terminate with graduation and employment) will be enrolled in a third phase that will qualify graduates as designers. The college instructor, in conjunction with the Bechtel supervisor/instructors, will evaluate students to determine those whose performance and potential for rapid advancement justify immediate enrollment into Phase III. The designers would then be employed by Bechtel.

C. Describe plans to continue the training program after funding terminates.

The Cerritos College instructor involved in the program will continue to train students with an awareness of industry needs. The program will continue, then, through the incorporation of industry needs into the Technology Division curriculum. (Since the Bechtel Corporation has an inhouse upgrade program currently in place, they are not interested in an apprenticeship program at this time.)

VI. STATEMENT OF PROBLEM/NEED

A. Describe local labor market needs.

The need for drafters and designers in the Los Angeles, Long Beach and Orange County area is supported by data contained in the California Occupational Information Coordinating Committee Supply/Demand Report, by information provided by the Employment Development Department and by the advertisements in the employment section of the Los Angeles Times.

Data obtained from EDD's Employment Data and Research show a faster than average increase in drafting openings and a 5% increase in electrical drafting openings. The long-range forecast is for a reduced need for junior drafters because of computer capabilities – but a rise in the need for those with more advanced skills because of the increasingly complex design problems of modern products and processes.

Locally, the need for a training program for drafters/designers is shown in a 1979 Occupational Needs Assessment Study conducted by Cerritos College. Responses to the survey showed a significient need to improve and expand the existing drafting program to meet the employment needs of local citizens.

The foregoing facts are reinforced by the Bechtel Power Corporation enthusiasm to enter into a drafter/designer training program. Bechtel Corporation expects to add several hundred people to its payroll within the next year. The training of 90 drafters/designers in the beginning of the program to meet Bechtels need for trained personnel.

B. Describe the project targeting provisions.

The project will prepare 75 economically disadvantaged persons (90 total) for entry level drafting positions. Of the 75 participants, one third will be minority, reflecting a figure higher than the demographic figure, and, similarly, ten percent handicapped. The project believes that a strong pool of qualified women exists who have failed to develop skills in traditional learning institutions because of sex stereotyping in

PROGRAM RESPONSIBILITIES

	BECHTEL	CERRITOS COLLEGE	EDD-NORWALK	CETA/CITY OF NORWALK
1. COURSE CONTENT	PHASE I, PHASE II & PHASE III	PHASE I, MATH, READING WORKSHOPS		
2. DRAFTING FACILITIES & EQUIPMENT	FACILITIES (MINOR) – FOR PHASE II & III MODELERS	DRAFTING ROOM, BOARDS, EQUIP, ETC.		
3. CONTRACT FORMATION	INITIAL PROGRAM FORMATION COST AND ESTIMATION OF INSTRUCTOR COSTS	MAJOR RESPONSIBILITY FOR COST ESTIMATION; PER APPLICANT COSTS	STATE ADVICE/ GUIDANCE AND SUBMIT CONTRACT TO SACRAM.	DEVELOPMENT OF CONTRACT LANGUAGE
4. PROGRAM ADMINISTRATION BUDGET/ ACCOUNTING, ETC.	GRADUATE CERTIFICATES (STATE AUDITS)	MAJOR RESPONSIBILITY FOR ALL AREAS (STATE AUDITS)		
5. PARTICIPANT SELECTION	2 MEMBERS ON SELECTION COMMITTEE	1 MEMBER ON SELECTION COMMITTEE		
6. RECRUITING – APPLICANT GOALS	MAJOR RESPONSIBILITY	ASSISTANCE IN JOB/MALL FAIRS & COLLEGE COMPUTER RUNS OF STUDENTS	MAJOR RESPONSIBILITY	TO ASSIST AT HIGH SCHOOLS, HANDICAPPED AREAS
7. COURSE INSTRUCTION	PHASE II, III } MAIN INSTRUCTORS	PHASE I – MAIN INSTRUCTORS PHASE II & III – ASSIST BECHTEL INSTRUCTORS		
8. EEO/AA GOALS	MAJOR RESPONSIBILITY	WILL ASSIST	MAJOR RESPONSIBILITY	WILL ASSIST
9. PARTICIPANT PLACEMENT	2 MEMBERS ON SCREENING COMMITTEE		1 MEMBER ON SCREENING COMMITTEE (COLLECT ALL QUESTIONNAIRES)	1 MEMBER ON SCREENING COMMITTEE
10. "ENGINEERING WEEK" OPEN HOUSE AT BECHTEL	MAJOR RESPONSIBILITY WILL PROVIDE FACILITIES	WILL ASSIST	MAJOR RESPONSIBILITY WILL MAN PROGRAM INFO. BOOTH	MAJOR RESPONSIBILITY WILL MAKE COMMUNITY CONTACTS
11. PROGRAM POSTERS – LETTERS	MAJOR RESPONSIBILITIES USE PRINTING/ART FACILITIES		ASSIST IN DEVELOPMENT	ASSIST IN DEVELOPMENT
12. PROGRAM SUCCESS/ FEEDBACK	(PROMOTION, PERFORMANCE TRACKING) MAJOR RESPONSIBILITY	COST ANALYSIS (ACTUAL)	RESPONSIBLE TO STATE FOR EEO/AA GOALS	RESPONSIBLE TO STATE FOR EEO/AA GOALS
13. PROGRAM SUPERVISION & SALARY ADMINISTRATION FOR NEW-HIRES	DETERMINE STARTING SALARIES OF GRADS	QUALITY CONTROL OF INSTRUCTION/TESTS, ETC.		
14. SPECIAL CWETA PROVISIONS – MAKES INQUIRY TO STATE (CHILD CARE, TRANSPORTATION APPLICANT WAGE SUPPORT, ETC.)		WILL ASSIST CETA/ CITY OF NORWALK	WILL ASSIST CETA/ CITY OF NORWALK	MAJOR RESPONSIBILITY FOR DETERMINING PARTICIPANT NEEDS & ELIGIBILITY

RECRUITING SOURCES

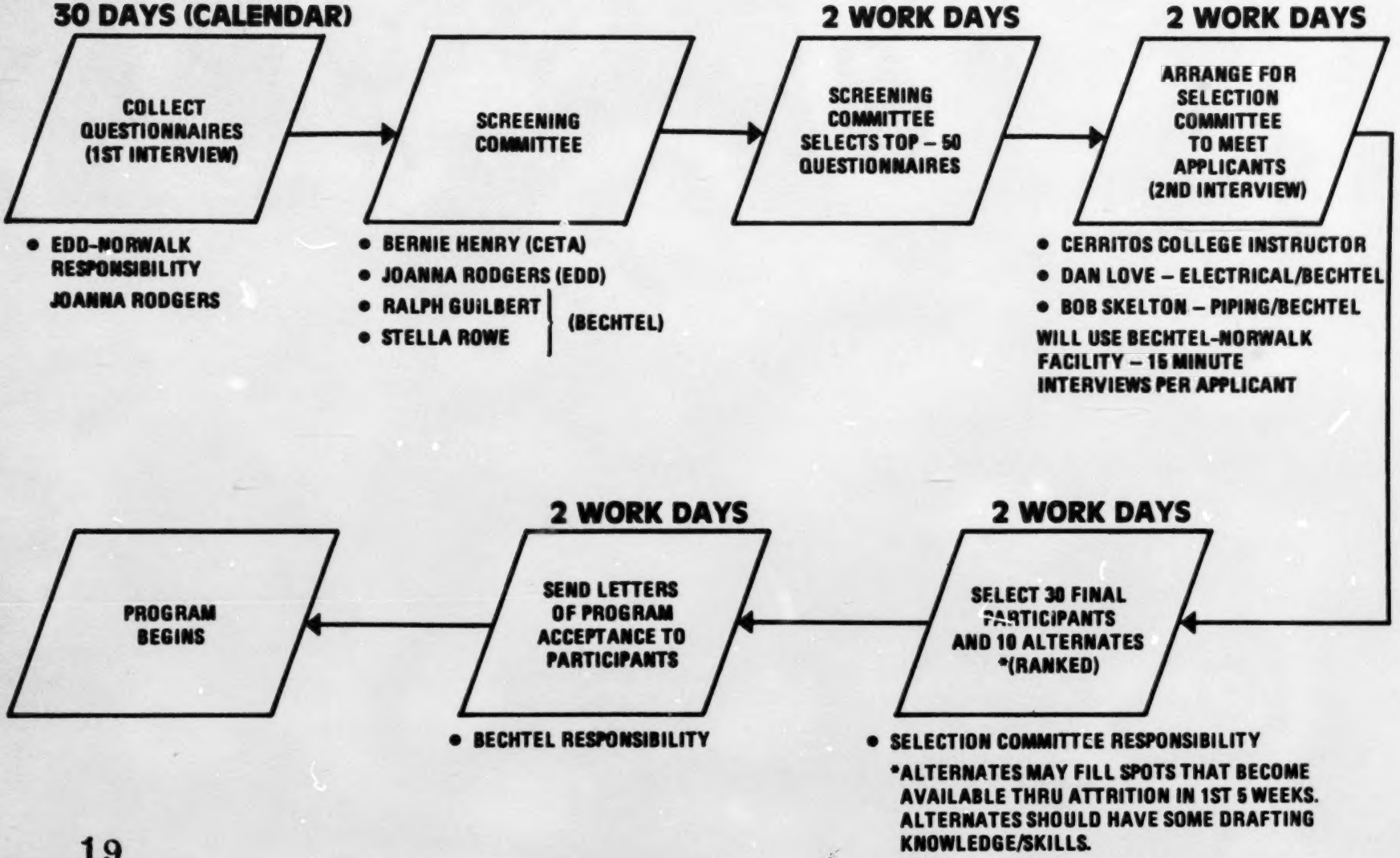
	1st PROGRAM APRIL 1 - AUGUST 1	2nd PROGRAM AUGUST 4 - DEC. 5	3rd PROGRAM DEC. 15 - APRIL 17
BECHTEL APPLICANT FILES/WALK-INS	*	*	*
BECHTEL EMPLOYEES	*	*	*
EDD (UNEMPLOY. OFFICE) REFERRALS	*	*	*
CALIF. HANDICAPPED REFERRALS	*	*	*
CETA PROGRAM REFERRALS	*	*	*
LOCAL HIGH SCHOOL GRADS		*	*
CERRITOS COLLEGE STUDENTS/AND DRAFTING LISTING OF PAST GRADS	*	*	*
JOB FAIRS (WOMEN/MINORITY)	*	*	*
BECHTEL ENGINEERING WEEK OPEN HOUSE FEB 19, 20, 21, 22	*	*	*
ADVERTISING MEDIA	*	*	*

"BECHTEL ENGINEERING-WEEK" WILL BE **"OPEN HOUSE"** AT OUR NORWALK FACILITY, FEBRUARY 19-22, 5 PM-9PM; AND OUR LOS ANGELES DIVISION WILL COORDINATE WITH EDD-NORWALK, CETA OFFICES AND OTHER COMMUNITY SERVICES IN AND AROUND NORWALK TO DISPLAY AND DISCUSS CAREER OPPORTUNITIES WITHIN BECHTEL.

WE WILL DEVELOP A SPECIAL "BECHTEL CAREERS" POSTER TO DISTRIBUTE TO LOCAL HIGH SCHOOLS, COMMUNITY SERVICE ORGANIZATIONS, JUNIOR COLLEGES, SHOPPING MALLS, JOB FAIRS, ETC. IT WILL DESCRIBE OUR DRAFTER/DESIGNER PROGRAM AS WELL AS OTHER CAREER OPPORTUNITIES IN ENGINEERING, DESIGN, WORD PROCESSING, DATA PROCESSING AND OTHER EMPLOYMENT OPPORTUNITIES IN CLERICAL/SECRETARIAL AND ADMINISTRATIVE SERVICES.

A DESCRIPTIVE LETTER OF OUR DRAFTER/TRAINEE PROGRAM WILL BE SENT TO ALL CERRITOS COLLEGE STUDENTS WHO PASSED ONE OR MORE DRAFTING CLASSES IN THE LAST TWO YEARS, ENCOURAGING THEM TO CONTACT OUR COMPANY.

CANDIDATE SELECTION PROCEDURE



PROGRAM SELECTION CRITERIA

WE DO NOT HAVE APTITUDE/INTELLIGENCE TESTS TO SELECT OUR CANDIDATES TO THE PROGRAM. HOWEVER, WE WILL SHOW PREFERENCE TO THOSE INDIVIDUALS WHO CAN DEMONSTRATE IN A PERSONAL INTERVIEW:

- SOLID COMMUNICATION SKILLS
- AN EDUCATIONAL BACKGROUND (WITH VARIABLE COURSES AND GRADES)
- PRIOR DRAFTING (OR RELATED AREAS OF) EXPERIENCE OR DRAFTING COURSES PASSED IN HIGH SCHOOL, COLLEGE, AND/OR TRADE SCHOOLS
- APTITUDE/INTEREST IN MATHEMATICS – WE WILL INQUIRE INTO YOUR PAST GRADES, ETC.

WE ARE LOOKING FOR APPLICANTS WHO SHOW "POTENTIAL FOR SUCCESS" IN OUR BACKGROUND CHECKS. ENTHUSIASM AND A WILLINGNESS TO INCREASE TECHNICAL SKILLS ARE ESSENTIAL TO OUR SELECTION CRITERIA. WE WILL BE FAIR AND TREAT ALL APPLICANTS ON AN EQUAL BASIS IN ATTEMPTING TO MEET OUR PROGRAM GOALS.

SELECTED PARTICIPANTS MAY EXPECT MULTIPLE INTERVIEWS.

BECHTEL DESIGNER PROGRAM QUESTIONNAIRE

(PLEASE PRINT)

NAME _____ _____ _____
LAST FIRST MIDDLE

ADDRESS _____ _____ _____
STREET CITY ZIP

HOME PHONE _____ ____ ____
(AREA CODE) AM? PM?

OTHER PHONE _____ ____ ____
(AREA CODE) AM? PM?

ARE YOU CURRENTLY EMPLOYED? ☐ YES ☐ NO

IF EMPLOYED, LIST: CURRENT EMPLOYER _____ _____
CITY MONTHS

PRESENT JOB TITLE _____ HOW LONG EMPLOYED _____

DESCRIBE DUTIES: _____
_____
_____

HIGH SCHOOL: NUMBER OF YEARS ATTENDED _____

OTHER EDUCATION: DESCRIBE OTHER EDUCATION AND LIST ANY DRAFTING COURSES OR RELATED COURSES THAT YOU PASSED: _____
_____
_____

IF HIRED BY BECHTEL, CAN YOU FURNISH PROOF OF U.S. CITIZENSHIP? ☐ YES ☐ NO

IF NO, GIVE TYPE OF IMMIGRATION VISA: _____

HAVE YOU HAD? ALGEBRA _____ GEOMETRY _____ TRIGONOMETRY _____ PHYSICS _____ OTHER MATH _____

DO YOU HAVE A PREFERENCE FOR:
PROGRAM 1 (APRIL 1 – AUGUST 1, 1980) ☐
PROGRAM 2 (AUGUST 4 – DECEMBER 5, 1980) ☐
PROGRAM 3 (DECEMBER 15 – APRIL 17, 1981) ☐
NO PREFERENCE ☐

ARE YOU AVAILABLE MONDAY THRU FRIDAY, 8 AM–5 PM? ☐ YES ☐ NO

CAN YOU PROVIDE YOUR OWN TRANSPORTATION TO CLASSES? ☐ YES ☐ NO

WHY ARE YOU INTERESTED IN OUR PROGRAM? _____
_____
_____

VI. STATMENT OF PROBLEM/NEED (continued)

career selection. Consequently, the project will also make every attempt to recruit from this pool of women. Recruitment will be particularly aimed at the economically disadvantaged, Spanish surnamed head of household currently unemployed, underemployed, or locked into a deadend occupation. The median age will be 24, however many of the participants will be 21 years or younger, reflecting the unemployment rate among this age group. The training will meet the needs not only of the targeted groups, but of the largest employer in the area.

VII. PROJECT GOAL(S), OBJECTIVES AND TASKS

A. Based on the problems and needs you have identified, what is the overall goal(s) of the project?

To provide women, minorities, handicapped and economically disadvantaged individuals (total 90) with an intensive, 14 week classroom training opportunity leading to an entry level placement with Norwalk's largest employer – a professional level position with upward mobility and promotional opportunity through a company upgrade program. (And to provide 20 of the most successful participants with an additional four (4) weeks of training in advanced Drafting/Designer techniques.)

B. List in the following Work Plan the measurable objectives for the project including the specific activities or tasks to be completed in order to reach objectives. Provide dates of completion for specific tasks. You may attach your own work plan if necessary.

VIII. TRAINING PLAN

Describe the training plan.

The project will consist of three 14-week courses of 30 students each. The class curriculum will prepare the participant for an entry level drafting position (DOT Code: 007-161-018) with Norwalk's largest employer, Bechtel Engineering. Top drafting class graduates (upper 25%) may enter an additional classroom training phase to become designers. Bechtel will employ all graduates of Phases I and II. The program expects 100% completion. However, in case of dropouts, back fill will be possible during the first two (2) weeks.

Instruction classrooms will be at Cerritos College. Phase I instructors (Math, English, and Drafting) will be regular Cerritos College instructors (overload salary rates) who have the experience and expertise needed in such a special vocational program. However, Bechtel Engineering personnel representatives and actual staff and line supervisors will develop the curriculum with Cerritos College Drafting Department instructors.

The current and projected labor market needs of Norwalk's largest employer, Bechtel Engineering, guarantee employment for entry level training graduates as well as career upgrades. A pool of qualified participants for the entry level phase of drafting will be maintained to fill behind hires and upgrades. Bechtel guarantees employment for 90 project graduates at either the upgrade or entry level.

Phase I, II, and III course contents, salary levels, timetable, and job titles are given on the following pages.

WORK PLAN		
OBJECTIVES	**SPECIFIC TASKS**	**COMPLETION DATES**
Phase I (10 weeks, 400 hours)		**Class Number**
General Drafting Skill Development	**Tour/Orientation to Bechtel Power Corp. and Norwalk facilities**	**1 2 3** **4/80 8/80 12/80** **Start Dates**
111 students to enter **90 students to complete (3 cycles)** **81% completion rate**	**Technical Math/English/Reading Instruction/Drafting Techniques** **– Use of drafting instruments** **– Lettering, Isometric drawing** **– Single Lines, Wiring diagrams** **– Scale Reading, pictorials, dimensioning** **– Working drawings, Bechtel films** **– Meet with Bechtel management**	**5/80 9/80 2/81** **Completion Dates**
Phase II (4 weeks, 160 hours)		
Specialized Drafting/ Design Options: **– Design Modeling** **– Piping Drafting** **– Pipe Support Drafting** **– Electrical Drafting**	**Model (kit) introduction to options** **Industrial Math TM 2** **Bechtel Instructor, Cerritos Instructors, and Instructional Aides**	**5/80 9/80 2/81** **Start Dates**
90 students to complete (3 cycles)	**Drafting graduates not continuing to Phase III are offered permanent jobs with Bechtel – graduates may re-enter Phase III at later time, if available**	**7/80 11/80 3/81** **Completion Dates**
Phase III (4 weeks, 160 hours)		
Advanced Drafting/Designer Class	**Advanced Drafting, math, trigonometry, general physics, specialization**	**8/80 12/80 4/81**
20 students to complete (3 cycles)		**Program Completion Dates**

PROMOTIONAL LADDER SYSTEM

PHASE II → PHASE III → PHASE IV

GRADE "E", ASST. DRAFTER OR MODELER

GRADS ARE PAID:

$850/MO. – "SATISFACTORILY PASSED PHASES I & II"

$875/MO. – "ABOVE AVERAGE"

$900/MO. – "OUTSTANDING"

$925/MO. – "OUTSTANDING WITH PRIOR, RELATED EXPERIENCE OR EDUCATION

GRADE "E" ASST. DRAFTER/OR "F" TECHNICIAN

GRADS ARE PAID:

$925/MO. – "SATISFACTORILY PASSED"

$975/MO. – "ABOVE AVERAGE"

$1000/MO. – "OUTSTANDING"

$1025/MO. – "OUTSTANDING WITH PRIOR, RELATED EXPERIENCE OR EDUCATION

–AFTER 6 MONTHS ON PAYROLL, EMPLOYEE IS ELIGIBLE FOR:

1. IN-HOUSE EDUCATION, PROMOTIONAL, TRAINING PROGRAMS AS AVAILABLE
2. EDUCATION/TUITION REIMBURSEMENT BY BECHTEL ($1,000/YR. MAXIMUM)
3. SPECIAL IN-HOUSE DRAFTING PROGRAMS:

   EXAMPLE:
   BECHTEL PIPE-SUPPORT DESIGN PROGRAM (320 HOURS)
   ELECTRICAL DESIGNER PROGRAM

   A. PHASE II GRADS MUST PASS PHASE III REQUIREMENT OR HAVE 12 MONTHS ON-THE-JOB TRAINING

   B. PHASE III GRADS ARE ELIGIBLE FOR 1ST AVAILABLE PHASE IV-LEVEL COURSE

   C. JR. COLLEGE GRADS WITH AA DRAFTING DEGREES OR BS ENGINEERING (OR EQUIVALENT DEGREE) GRADS ARE AUTOMATICALLY ELIGIBLE FOR HIRE INTO OR PROMOTION TO PHASE IV PROGRAMS ABOVE. LAPD-BECHTEL RECRUITS ACTIVELY AT 20 JUNIOR COLLEGES AND MANY OUT-OF-STATE UNIVERSITIES AS WELL AS OUR NORMAL CALIFORNIA 4-YEAR UNIVERSITIES.

NOTE:
PRIOR RELATED EDUCATION OR EXPERIENCE IS WORTH $25/MO., BUT NOT TO EXCEED $925/MO. – PHASE II OR $1025/MO. – PHASE III.

ALL PERSONS WHO GRADUATE FROM PHASE II WILL BE HIRED. THOSE THAT PASS WITH A "C" GRADE WILL BE HIRED PERMANENTLY. THOSE WITH AN "A" OR "B" WILL BE PUT ON CASUAL BASIS WITH SALARIES PAID BY BECHTEL THROUGH PHASE III. PHASE III SALARIES WILL BE BASED ON PHASE II SALARY RANGE; UPON GRADUATION OF PHASE III, PERMANENT OFFERS WITH FULL BENEFITS WILL BE PROVIDED BASED ON UP-GRADED PHASE III RANGE. GRADES WILL BE BASED ON OBJECTIVE EVALUATION SUCH AS EXAMS ON COURSE WORK, COMPLETION OF ASSIGNMENTS, AND ATTENDANCE.

VIII. TRAINING PLAN (continued)

18-WEEK COURSE CONTENT
(720 HOURS)

PHASE I

10 WEEKS (400 HOURS)

GENERAL DRAFTING SKILL DEVELOPMENT

- TOUR/ORIENTATION TO BECHTEL POWER CORPORATION AND NORWALK FACILITIES
- COURSE CONTENT:
  1. INDUSTRIAL MATH TM1,2 (29%)
  2. READING WORKSHOP (29%)
  3. DRAFTING TECHNIQUES (58%)

DRAFTING 31
- USE OF DRAFTING INSTRUMENTS
- LETTERING • ISOMETRIC DRAWING
- ORTHOGRAPHIC PROJECTION
- SINGLE LINES, ELEMENTARY & WIRING DIAGRAMS

DRAFTING 32
- SCALE READING • PICTORIALS
- DIMENSIONING • SECTIONING & ELEVATIONING
- WORKING DRAWINGS

4. BECHTEL FILMS/SLIDE PRESENTATIONS

- CERRITOS COLLEGE INSTRUCTOR-DRAFTING AND MATH INSTRUCTOR, PLUS READING AIDES
- INTRODUCTION/ORIENTATION TO PHASE II AT END OF PHASE I AND 2ND TOUR OF BECHTEL DRAFTING OPERATIONS AND MODEL DESIGN AREAS
- LUNCHEON AT BECHTEL CAFETERIA; MEET MANAGEMENT

PHASE II

4 WEEKS (160 HOURS)

SPECIALIZED DRAFTING/DESIGN OPTIONS

1. DESIGN MODELING
2. PIPING DRAFTING
3. PIPE-SUPPORT DRAFTING
4. ELECTRICAL DRAFTING

- COURSE CONTENT:
  1. MODEL (KIT) INTRODUCTION
  2. PROCESS PIPING PROGRAM
  3. PIPE SUPPORT MODULE
  4. PHYSICAL/WIRING TECHNIQUES
- INDUSTRIAL MATH TM2
- BECHTEL INSTRUCTORS (4) PLUS CERRITOS COLLEGE INSTRUCTOR AIDE, PLUS MATH INSTRUCTOR
- DRAFTING GRADS WHO DO NOT GRADUATE TO PHASE III ARE OFFERED PERMANENT JOBS AS GRADE E, ASST. DRAFTER/MODELER

$850-925/MO.,PLUS BENEFITS

- GRADS MAY RE-ENTER PHASE III AT LATER TIME, IF AVAILABLE

PHASE III ..... (PHASE IV)

4 WEEKS (160 HOURS)

ADVANCED DRAFTING/ DESIGN CONCEPTS

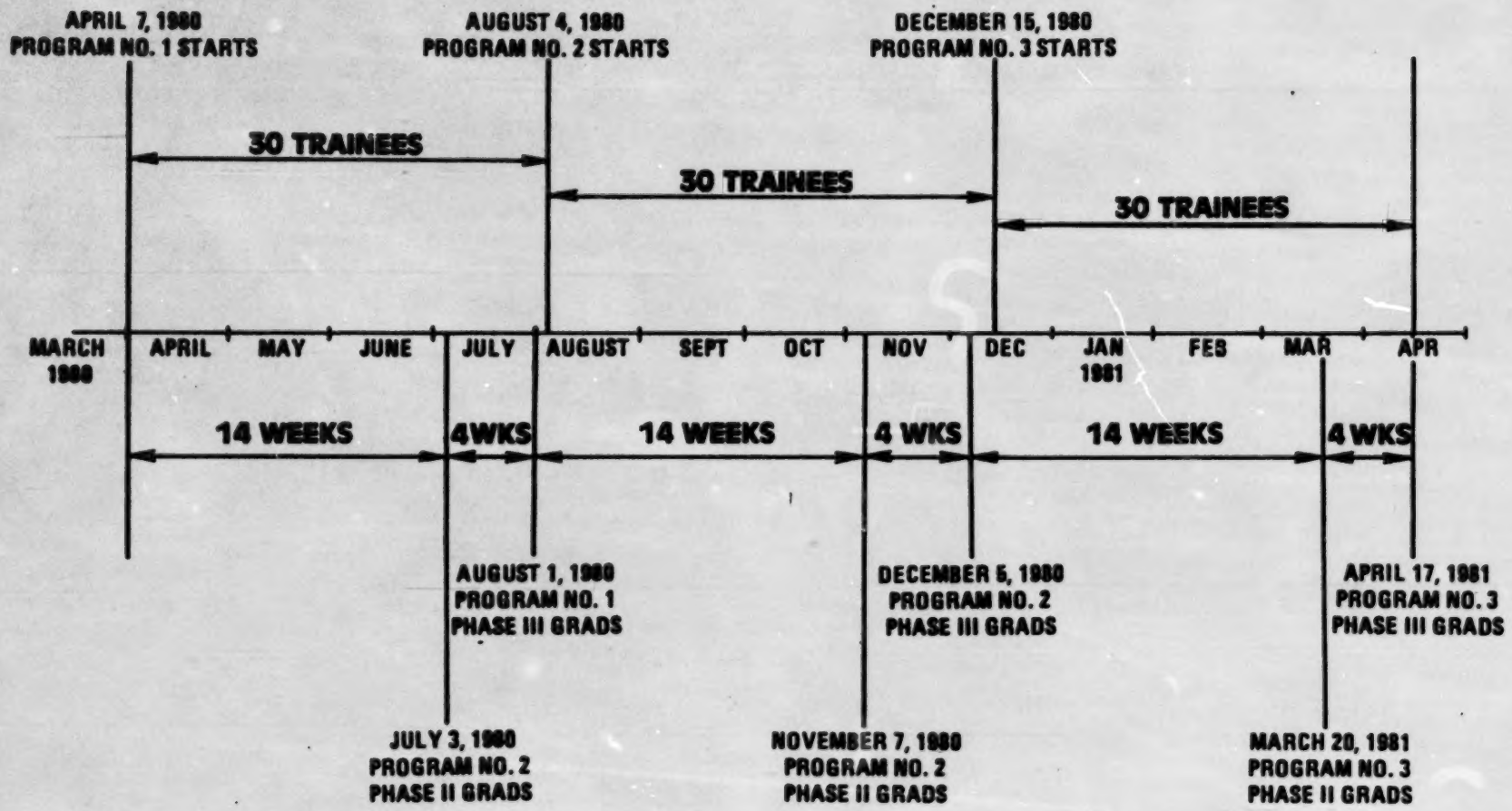
1. MODELING
2. PIPING
3. PIPE-SUPPORT
4. ELECTRICAL

- COURSE CONTENT:
  1. ADVANCED DRAFTING AND BEGINNING DESIGN
  2. MATH 23 (ALGEBRA/TRIG.)
  3. GENERAL PHYSICS
- GRADS ARE OFFERED PERMANENT JOBS AS GRADE "E" ASST. DRAFTER OR GRADE "F" TECHNICIAN

$925-1025/MO.,PLUS BENEFITS

- BECHTEL INSTRUCTORS PLUS CERRITOS COLLEGE AIDE AND MATH INSTRUCTOR
- MUST HAVE "ABOVE AVERAGE" OR "OUTSTANDING" STATUS FROM PHASE II

TIMETABLE FOR BEGINNING PROGRAMS



TIMETABLE FOR PHASE II & III GRADUATES

VIII. TRAINING PLAN (continued)

PHASE I
GENERAL DRAFTING SKILLS DEVELOPMENT

Course Content

Orientation at Bechtel Power Corporation	4 hour
Lettering-Line Weight and Scale Reading	10 hour
Geometric Construction	6 hour
Pictorial Drawing	24 hour
Orthographic Drawing	24 hour
Basic Auxiliary Drawing and Introduction to Descriptive Geometry	18 hour
Auxiliary View Drawing	24 hour
Sectioning and Conventional Practices	24 hour
Threads and Fasteners	24 hour
Dimensions	18 hour
Working Drawings	24 hour
English Fundamentals and Vocational Technical Reading	50 hour
Technical Mathematics	50 hour
Supervised Study	100 hour
TOTAL	400 hour

VIII. TRAINING PLAN (continued)

PHASE II
DRAFTING INSTRUCTION ENTRY

Electrical Overview	8 hours
Math	8 hours
Electrical Equipment	16 hours
Electrical Layout	16 hours
TEST NO. 1	
Inking Techniques	20 hours
Electrical Control	12 hours
Schematics	20 hours
TEST NO. 2	
Industrial Math	60 hours
TOTAL	160 hours

PHASE III
ADVANCED ENTRY, DRAFTER TO DESIGNER

Single-Line Diagrams	12 hours
SineWave	12 hours
Phase Angle	18 hours
Electrical Problems	18 hours
TEST NO. 1	
Raceway/Grounding	20 hours
Lighting/Communication	20 hours
TEST NO. 2	
Sub Total	100 hours
Math 23/General Physics	60 hours
TOTAL	160 hours

POSITION DESCRIPTION
BECHTEL CORPORATION AND AFFILIATED INTERESTS

Title:	Code Number: 100B (HEX)
ASSISTANT DRAFTER	Salary Grade: E
	Date Issued: October 1, 1968
	Date Revised: November 27, 1979

SUMMARY:

Under direct supervision performs general drafting work on simple plans. May perform some clerical duties.

PRIMARY RESPONSIBILITIES:

1. Makes simple detailed drawings from layouts, sketches, prepared design calculations or design drawings.

2. Shows dimensions and other information necessary to make drawings clear and complete; makes simple arithmetical calculations; may specialize in preparing finished drawings for specific types of disciplines from rough sketches or general design drawings.

3. Makes revisions, corrections and modifications to drawings as instructed; files and records vendor, client and field drawings and letter blocks; maintains stick files and distributes reference prints to other sections; may help maintain job records.

4. May prepare organization charts, project schedules and general graphic presentation slides.

DESIRABLE QUALIFICATIONS:

High school education, including specialized training in drafting with one to two years related experience or equivalent.

POSITION DESCRIPTION
BECHTEL CORPORATION AND AFFILIATED INTERESTS

Title: TECHNICIAN	CODE NUMBER: 109A (NEX)
	Salary Grade: F
	Date Issued: July 10, 1975
	Date Revised: December 19, 1979

SUMMARY:

Reports to: Engineers, Technologists

Supervises: Drafting Personnel, Engineering Aides

Provides support in technical work within an assigned discipline. Performs routine tasks using established principles and procedures.

PRIMARY RESPONSIBILITIES:

1. Assembles data for engineering problems, makes routine calculations as directed and performs mathematical computations for various reports.
2. Prepares drawings and engineering sketches from rough sketches or from general engineering and design information.
3. Assembles information for engineers and extracts data which will be further analyzed by engineers.
4. Selects items from vendor catalogs, checks requisitions and monitors procurement control budget on non-critical items.
5. May assist with computer input data, accumulate comparative information from other jobs, and provide general assistance as required.

DESIRABLE QUALIFICATIONS:

High School plus two years of directly related experience; or H. S. plus one year of directly related experience and two years of indirectly related experience; or two years attendance at an ECPD-accredited engineering college; or an Associate Degree in a technical field; or three years of science or technical education.

POSITION DESCRIPTION
BECHTEL CORPORATION AND AFFILIATED INTERESTS

Title: DRAFTER	**Code Number:** 100B (NEX)
	Salary Grade: G
	Date Issued: October 1, 1968
	Date Revised: November 27, 1979

SUMMARY:

Under general supervision, with some exercise of judgment, prepares engineering drawings from rough sketches or from general engineering and design information according to established standards and procedures.

PRIMARY RESPONSIBILITIES:

1. Drafts clear, complete and accurate working plans, detail drawings or minor design arrangement from rough or detailed sketches or notes and from layouts or models according to specialized dimensions.

2. May make sketch of proposed drawing checking dimensions, what materials to be used, the relation of one part to another, and checking the relation of various parts to whole structure.

3. Makes any changes, adjustments, or corrections desired and submits drawings for inspection and approval.

4. Utilizes knowledge of engineering practices, mathematics and building materials to complete drawings; may perform design calculations under direct supervision.

5. May assist in design model construction, make material take-offs and prepare material lists.

6. Gathers information from vendor drawings, files and other groups to use as guides in drawing.

DESIRABLE QUALIFICATIONS:

High school graduation with specialized drafting or technical training and two to three years experience or equivalent.

POSITION DESCRIPTION
BECHTEL CORPORATION AND AFFILIATED INTERESTS

Title:	Code Number: 100B (EPO)
SENIOR DRAFTER	Salary Grade: 21
	Date Issued: September 1, 1968
	Date Revised: November 27, 1979

SUMMARY:

REPORTS TO: Engineering Supervisor, Layout Supervisor, Supervising Designer, Senior Designer

SUPERVISES: Drafters, as assigned

Develops working drawings, within Bechtel and industry standards and codes, from equipment specifications and criteria provided by client and Project Engineers.

PRIMARY RESPONSIBILITIES:

1. Prepares and revises drawings and detail sketches for various engineering phases of projects.

2. Gathers and organizes engineering data from engineering notes, drawings and information pertaining to other crafts related to project phase, as well as information from vendors and manufacturers regarding dimensions, costs and applications of products. Incorporates data into drawings in compliance with instructions.

3. Plans sequence of drawings required to satisfy schedule commitment.

4. Plans solutions to conflicts requiring deviation from prescribed practices or criteria and submits proposed solutions for approval.

5. Prepares and records breakdowns of quantities for project cost estimates by types of work, materials and types of components.

6. Develops sufficient detail in drawings to guide manufacturers in development of shop drawings and to guide construction personnel in construction operations as required.

7. Develops and maintains records designating drawings prepared for preliminary and for final issue, and records distribution of engineering and vendor drawings for control purposes.

8. Monitors shop drawings to ensure manufacturer is completing work as designed.

9. Prepares "as-built" drawings according to field installations.

DESIRABLE QUALIFICATIONS:

Undergraduate degree with less than two years of prior experience or no degree with two to four years of related experience or equivalent.

IX. PARTICIPANT SUPPORTIVE SERVICES

List the participant supportive services to be provided to eligible project participants, the funding source(s), and payment system.

Support services including screening, intake, placement, career counseling, and related activities will be provided in-kind by participating or reviewing community organizations. Additional links have been established and the following services, and if needed, will be available: Immigration counseling, financial planning and consumer advocacy, welfare advocacy including Medi Cal and nonassistance food stamps, and referral to other helping agencies.

Norwalk CETA will provide $12,152 for stipends to seven (7) participants. This will be in the form of minimum wage stipends for the first 14 weeks of the program. In addition to the seven (7) CETA-eligible applicants, approximately 68 persons will be recruited who meet the criteria for economically disadvantaged. These persons will be paid stipends through CWETA funding. All eligible – CWETA and CETA – will be provided transportation allowances and approximately 20 persons will receive child care assistance.

Norwalk CETA will plan to increase their participation in the class beginning December 15, 1980, when additional funds are available from their 1980-81 budget. An attempt to recruit applicants through WIN will be made.

X. MONITORING AND EVALUATION

Describe plans of the project administrator to monitor the progress of the project in terms of the objectives established in the Work Plan (VII B). Evaluation of the project will be conducted by an independent evaluator.

The committee of senior representatives from Cerritos College, Bechtel Engineering, the Norwalk office Employment Development Department, and the CETA office of the City of Norwalk will continue to meet monthly to review the project's progress and performance.

The committee's evaluation will be of two types: 1) objective and quantifiable data related to demographics, course hours, starting wages and number of placements, etc.; 2) subjective evaluation in narrative form including qualitative factors, interviews with participants, instructors, and Bechtel supervisors for whom the graduates will be working.

A representative from the Norwalk EDD office will visit the training site semi-monthly to monitor the participation and progress of the program. Significant problems will be promptly communicated to the program participants for appropriate action.

A professor in the Long Beach State University graduate program of public administration is considering the feasibility of establishing an independent evaluation board. The board would be comprised of graduate students and supervising, graduate teaching staff with expertise in employment and training programs. Long Beach was approached because the University each year conducts a day-long CETA/Manpower Program workshop. The workshop attracts area Prime Sponsors, manpower subcontractors and professional staff members from related organizations. The preliminary indication from the University is that an evaluation team could be established to independently review the project's performance.

Three bids will be obtained and submitted to the California Worksite Education and Training Act unit after the project is approved.

XI. PROJECT OPERATING PLAN

Agreement Number/Modification Number

Page 1 of 2 Pages

March 17, 1980 to April 17, 1981
Project Period

March 17, 1980 to June 30, 1980
Plan Period on this Page

A.

Planned Participant Information (Cumulative)	July-September 19___			October-December 19___			January-March 1980			April-June 1980		
	Entry	Career	Total	Entry	Career	Total	Entry	Career	Total	Entry	Career	Total
1. Total Enrollments							37	0	37	37	0	37
2. Total Terminations							5	0	5	37	0	37
a. Employed or Upgraded							0	0	0	30	0	30
3. Total Remaining (1-2)							32	0	32	0	0	0

B.

Planned Expenditures (Cumulative)	July-September 19			October-December 19			January-March 1980			April-June 1980		
	Entry	Career	Total	Entry	Career	Total	Entry	Career	Total	Entry	Career	Total
TOTAL FUNDS*							3,000		3,000	18,870		18,870

*From Budget Summary line 6, Column ( )

XI. PROJECT OPERATING PLAN

Agreement Number/Modification Number

Page 2 of 2 Pages

March 17, 1980 to April 17, 1981
Project Period

July 1, 1980 to April 17, 1981
Plan Period on this Page

A.

Planned Participant Information (Cumulative)	July-September 1980			October-December 1980			January-March 1981			April-June 1981		
	Entry	Career	Total	Entry	Career	Total	Entry	Career	Total	Entry	Career	Total
1. Total Enrollments	74	0	74	111	0	111	111	0	111	111	0	111
2. Total Terminations	42	0	42	79	0	79	81	0	81	111	0	111
a. Employed or Upgraded	30	0	30	60	0	60	60	0	60	90	0	90
3. Total Remaining (1-2)	32	0	32	32	0	32	30	0	30	0	0	0

B.

Planned Expenditures (Cumulative)	July-September 1980			October-December 1980			January-March 1980			April-June 1980		
	Entry	Career	Total	Entry	Career	Total	Entry	Career	Total	Entry	Career	Total
TOTAL FUNDS*	33,709	0	33,709	67,417	0	67,417	101,126	0	101,126	115,826	0	115,826

*From Budget Summary line 6, Column ( )

XII.
BUDGET SUMMARY

Agreement No./Mod. No.

Cerritos College
Organization Name

A. Budget Summary

	ENTRY (a)	CAREER (b)	TOTAL (A+B) (c)	OTHER FUNDING SOURCES (d)	EDD (e)
1. Worksite Training	40,696	-	40,696	39,060	
2. Classroom Instruction	94,000	-	94,000	16,400	
3. Instructor Retraining	-	-	-	-	
4. Participant Supportive Services		-		22,334	137,481
5. Other Deliverers of Services	-	-	-	-	
6. TOTAL	134,696	-	134,696	77,794	140,254

B. Enter below the fiscal year and the amount of funds planned to be expended during that year. (Refer to Project Operating Plan)

1. Fiscal Year ending June 30, 1980 $ 18,870
2. Fiscal Year ending June 30, 1981 $ 115,826
3. Fiscal Year ending June 30, 19__ $ -

4. TOTAL FUNDS (1+2+3)
(This total is the same amount as shown on line 6 Column C above) $134,696

XIII. WORKSITE TRAINING BUDGET DETAIL (ADDED COSTS TO EMPLOYERS)

☒ ENTRY
☐ CAREER

A. Worksite Training Costs

Estimated Increased Cost Attributable to Worksite Training

1.	Supervision	$	
2.	Maintaining Training Records		
3.	Monitoring Training		
4.	Reduced Production Time		
5.	Others (attach itemized list) See Attachment XIII	37,640	
6.	Subtotal		$ 57,640
7.	Indirect Costs (not to exceed 10% of line A.6)	3,056	
8.	Subtotal Training Costs (A.6 + A.7)		$ 40,696
9.	Evaluation		
10.	Wage Replacement (Participants X Hourly Wage X Hours of Release Time)		
	_____ X $ _____ X _____ = $ _____		
	_____ X $ _____ X _____ = $ _____		
	_____ X $ _____ X _____ = $ _____		
	Total Wage Replacement		
11.	Project Administration (attach detail)	$	
12.	Total Training Costs (A.8 + A.9 + A.10 + A.11) Enter total on Budget Summary A.1(a) for Entry and A.1(b) for Career		$ 40,696

B. Reimbursement Rate as Percentage of Participant Wages Paid

1. Total Estimated Participants Wages (Number of Participants X Hourly Wage X Hours of Working Training)
   - a. _____ X _____ X _____ = $ _____
   - b. _____ X _____ X _____ = $ _____
   - c. _____ X _____ X _____ = $ _____
   - d. Total (B.1.a. + B.1.b. + B.1.c.) $ _____
2. Divide Increased Costs by Participants Wages A.8./B.1.d. _____

C. Cash and In-Kind Contribution (attach itemized list) See Attachment XIII $ 39,060

ATTACHMENT XIII

A. 5. Other

Supervisors providing classroom instruction.

(4 Supervisor/Teachers x 20 hrs x 8 wks x $17 per hour x 3 sessions)		$32,640
Fringe Benefits (30%)		
Recruiting Printing and Advertising		2,500
Bechtel Model Kits for Phase III Students		
(20 @ $125 – Expendable)		2,500
	Total	$37,640

C. Cash and In-kind Contributions

		$ 1,000
Selection Committee Time		1,000
Screening Committee Time		1,200
Luncheons, Posters, Graduation		3,600
Space		5,000
Monitoring, Record-keeping, Reduced Production		
Salaries of Students in Phase III		16,768
(20 Students x $5.24 hr. x 160 hrs.)		
Supervisor/Teacher Fringe Benefits		9,792
Indirect Costs		700
	Total	39,060

XIV. CLASSROOM INSTRUCTION
BUDGET DETAIL
(Costs to Local Educational Agencies or Other Classroom Training Providers)

☒ ENTRY
☐ CAREER

A.	**Salaries**		
	1. Instructors See Attachment XIV		
	(Job Classification No. X Rate X Time)		
	a. Drafting (E22) 1 x 21.06 x 1620 hrs.	$ 34,117	
	(6 hrs/day x 5 days x 18 wks x 3 sessions)		
	b. English (E22) 1 x 30.63 x 150 hrs	4,594	
	(1 hr/day x 5 days x 10 wks x 3 sessions)		
	c. Math (E22) 1 x 30.97 x 150 hrs	4,646	
	(1 hr/day x 5 days x 10 wks x 3 sessions)		
	d. **Subtotal Salaries – Instructors**	$ 43,357	
	2. Other Staff		
	(Job Classification No. X Rate X Time)		
	a. Math/Drafting aide 1 x 7.50 x 2160 hrs	$ 12,150	
	(6 hrs/day x 5 days x 18 wks x 3 sessions)		
	b.		
	c.		
	d. **Subtotal Salaries – Other Staff**	$ 12,150	
	3. Subtotal Salaries (A.1.d + A.2.d)	$ 55,507	
	4. Indirect Costs (not to exceed 10% of A.3)	$ 5,551	
	5. Total Salaries (A.3. + A.4.)		$ 61,058
B.	**Fringe Benefits**		
	1. Instructors (Rate X Base)		
	a. .25 x 34,177	$ 8,529	
	b. .25 x 4,594	1,149	
	c. .25 x 4,646	1,162	
	d. **Subtotal Fringe Benefits – Instructors**	$ 10,840	
	2. Other Staff (Rate X Base)		
	a. .25 x 12,150	$ 3,038	
	b.		
	c.		
	d. **Subtotal Fringe Benefits – Other Staff**	$ 3,038	
	3. Total Fringe Benefits (B.1.d + B.2.d)		$ 13,878

☒ Entry
☐ Career

XIV. CLASSROOM INSTRUCTION
BUDGET DETAIL (Cont. 2)

C. Nonpersonal Service (NPS) Cost (Provide Detail)

1.	Supplies	See Attachment XIV	$ 1,728	
2.	Communications			
3.	Equipment			
4.	Premises	1628 sq. ft. classroom with 32 drafting stations. 53¢ per sq. ft. per mo.	10,800	
5.	Travel			
6.	Printing			
7.	Subcontracts			
8.	Evaluation		6,536	
9.	Other (list)			
	a.			
	b.			
10.	Subtotal NPS		$ 19,064	
11.	Less Income From Other Sources[1]		– $ -0-	
12.	Total Nonpersonal Service Cost			$ 19,064

D. Total Training Costs (A.5 + B.3 + C.12)
Enter total on Budget Summary line A.2 (a) for Entry or line A.2(b) of Career. $ 94,000

E. Cash and In-Kind Contribution (attach itemized list) See Attachment XIV $ 16,400

[1]Includes all sources of income received, generated by or attributed to this project. These sources may include but are not limited to ADA; Basic Aid; Equalization Aid; State Aid; Incoming Transfers; Local, State, Federal, or private assistance or Student Purchasing credits.

ATTACHMENT XIV

A. 1. Instructors

Drafting, English, and Math instructors are all certificated Cerritos College instructors whose salary levels will be regular overload rates. These personnel are required because they have the experience and expertise needed for such a special vocational program.

C. 1. Supplies – Expendable for each of 111 trainees.

1.	Wood Pencils	.38
2.	Pencil Lead	.60
3.	Drawing Eraser	.25
4.	Mechanical Pencils	2.10
5.	Pencil Sharpener	.20
6.	Roll of Drafting Tape	.65
7.	Pad Technical Paper, Reg.	1.25
8.	Pad Technical Paper, 11 x 17	3.75
9.	Blueprint Paper, Foam, Misc. Supplies	6.39
	Total –	$15.57

E. Cash and In-kind Contributions

Selection Committee Time	$1,000
Screening Committee Time	1,000
Supervision (Dean of Voc. Ed., Ass't Dean of Voc. Ed., Ass't Dean of Technology, Special Project Technician-10% of Full-time Salary Average)	9,000
Counseling, Library Support ($60 per participant)	5,400
Total –	$16,400

XV. INSTRUCTOR RETRAINING BUDGET DETAIL

☐ Entry
☐ Career

A. Salaries

1. Salaries for individuals providing retraining instruction and other support staff

Job Classification
No. X Rate X Time

a.	$ Not Applicable	
b.		
c.		
d.		
e.		
f. Subtotal	$	
2. Indirect Costs (not to exceed 10% of A.1.f.)	$	
3. Total (A.1.f + A.2)		$

B. Fringe Benefits

1. Fringe Benefits for individuals providing retraining instruction and other support staff

Rate x Base

a. Health Plan	$	
b. Retirement		
c. Others (list)		
(1)		
(2)		
(3)		
2. Total Fringe Benefits		$

XV. INSTRUCTOR RETRAINING
BUDGET DETAIL (Continued 2)

☐ Entry
☐ Career

C. Nonpersonal Service (NPS) Cost (Provide detail)

1. Supplies	$_____	
2. Communications	_____	
3. Equipment	_____	
4. Premises	_____	
5. Travel	_____	
6. Printing	_____	
7. Subcontracts	_____	
8. Other (list)		
a.	_____	
b.	_____	
9. Subtotal NPS	$_____	
10. Less Income from other Sourses[1]	– $_____	
11. Total NPS Costs		$_____

D. Total of A.3. + B.2. + C.11. Enter total on Budget Summary line A.3 (a) for Entry and A.3 (b) for Career. $_____

E. Cash and In-Kind Contribution (attach itemized list) $_____

[1]Includes all sources of income received, generated by or attributed to this project.

Payment Organization
E.D.D. CENTRAL PAYMENT

Address
800 Capitol Mall

City Zip
Sacramento, CA 95814

☒ ENTRY
☐ CAREER

XVI.
PARTICIPANT SUPPORTIVE SERVICES

A. Participant Allowances
(Participants x hourly wage x hours in classroom)

1.	68	X	3.10	X	560	=	$ 118,048
2.		X		X		=	
3.		X		X		=	

4. Total Participant Allowances — $ 118,048

B. Child Care (Show calculation)

1. 22 Participants x 14 weeks x $10 per week — $ 3,080
2. — $
3. Total Child Care — $ 3,080

C. Transportation
(Participants x days x $2.00)

1.	82	X	70	X	2.00	=	$ 11,480
2.		X		X		=	$

3. Total Transportation — $ 11,480

D. Relocation

1.
2.
3. Total Relocation — $ -0-

E. Training-Related/Work-Related Expenses
(i.e. books, uniforms, tools, etc.) Itemize

1. See Attachment XVI — $ 4,873
2.
3. Total — $ 4,873

F. Total Participant Supportive Services
(A.4 + B.3 + C.3 + E.3)
Enter total on Budget Summary A.4 for Entry and B.4 for Career. — $ 137,481

G. Cash and In-kind contributions — $ 22,334

ATTACHMENT XVI

E. Training related expenses for each of 82 eligible participants.

1.	Text – Technical Drawing (McMillan)	$ 18.00
2.	6" Compass	6.50
3.	Architect Triangular Rule	1.29
4.	Erasing Shield	.40
5.	Ames Lettering Device	1.00
6.	Circle Template	2.00
7.	Brush	2.25
8.	French Curve	.99
9.	Lettering Aid	2.00
10.	10 Templates (Electrical, Piping, Isometric, symbols)	25.00
	Total –	$ 59.43

G. Cash and In-kind Contributions

City of Norwalk CETA:	
Stipends to seven eligible participants (7 x 3.10 per hour x 40 hrs. x 14 wks.)	$12,152
Full Time Clerical Assistant at Cerritos College Including Fringe	9,682
Screening Committee	500
Total –	$22,334

XVII.
OTHER DELIVERERS OF SERVICES

☐ Entry
☐ Career

A. Salaries and Wages

Job Classification No. X Rate X Time

1.	$ Not Applicable
2.	
3.	
4.	
5.	
6. Subtotal	$
7. Indirect Costs (not to exceed 10% of A.6)	$
8. Total Salaries, Wages, and Indirect Costs (A.6 + A.7)	$

B. Fringe Benefits

Rate X Base (A.8)

1. Social Security	$
2. Health Plan	
3. Retirement	
4. UI	
5. Others (list)	
a.	
b.	
c.	
6. Total Fringe Benefits	$

XVII.
OTHER DELIVERERS OF SERVICES (Continued 2)

☐ Career

C. Nonpersonal Service (NPS) Cost
(provide detail)

1.	Supplies	$_____	
2.	Communications	_____	
3.	Equipment	_____	
4.	Premises	_____	
5.	Travel	_____	
6.	Printing	_____	
7.	Subcontracts	_____	
8.	Evaluation	_____	
9.	Other (list)		
	a.	_____	
	b.	_____	
	c.	_____	
10.	Total NPS Cost		$_____

D. Total Program Support Costs
(A.8 + B.6 + C.10)
Enter total on Budget Summary
A.5. for Entry and B.5. for Career $_____

E. Cash and In-Kind Contribution (attach itemized list) $_____

XVIII.
EDD COSTS

(To be completed by EDD)

A. Staff Costs

	CLASSIFICATION	No.	X	Rate/Hr.	X	Hrs.	
1.	EPM I	1		13.75		60	$ 825.
2.	EPR IIB	1		9.49		54	512.
3.	EPM II	1		15.50		30	465.
4.							
5.							
	a.					144 Total Hrs.	27% in FY 79/80 73% in FY 80/81
6.							$1,802
7.	Indirect Costs (7.7% X A.6)						$ 139
8.	TOTAL STAFF COSTS (A.6 + A.7)						$ 1,941 (Base)

Fringe: FY 79/80: 524.14 x 32.13% = $168.41
FY 80/81: 1417.11 x 32.41% = $459.29

B. Fringe Benefits _____ % X Base (A.8) $ 628

C. Nonpersonal Services (NPS) Costs
Total hours (A.5.a) ÷ Net yearly working hours/PE X NPS Cost per PE

1.	79/80:	39 ÷ 1787	x $2525	= $ 55.11	$ 204	
	80/81:	105 ÷ 1781	x $2525	= $148.86		
2.	Evaluation				$	
3.	Total NPS (Costs (C.1 + C.2)					$ 204

D. Total EDD Costs (A.8. + B. + C.3.)
Enter total on Budget Summary line 6, Column (e) $ 2,773

E. For projects which combine entry level and career training, allocate Total EDD Costs (D) for each training activity.
1. EDD entry level training cost $_____
2. EDD career training cost $_____

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